**Present**: ***Louie Giambattista,******Chair***; Dann Gesink, Rikki Hall, Scott Hubbard, Mara Landers, Morgan Lynn, Jancy Rickman, Penny Wilkins, Ryan Pedersen, Nancy Ybarra, Eileen Valenzuela, Grace Villegas and Shondra West (Note taker)

**Absent**: Christina Goff, Kevin Horan, Michelle Mack, Natalie Hannum

**Guest**: Rachel Anicetti

Meeting called to order: 1:05pm Location: CO-420

**CURRENT ITEMS**

1. **Announcements & Public Comment:**
* Fall 2018 - new block scheduling begins. At the next meeting, a discussion is needed about the new proposed meeting times.
1. **Approval of the Agenda**

**Action:** Approved (M/S: Wilkins/Rickman); unanimous

**Approval of the Minutes from December 6, 2017**

**Action:** Approved with changes (M/S: Lynn/Wilkins); unanimous

* Change Scott’s last name to Hubbard throughout the minutes
1. **Consent Agenda**

**Action:** Approved (M/S: Gesink/Lynn); unanimous

* ART-058
* AUTO 35 and 46

1. **Substantive Changes to Existing Course Outlines of Record and Prerequisites/Co-requisites**

**HIST-029 United States History Until 1865**

**Action:** Approved with changes (M/S: Lynn/Wilkins); unanimous

* Schedule description - capitalize Empire of Liberty (pg.1)
* Instructional Method box - uncheck activity (pg. 7)
* Check the CID status
* Course title - remove “s” after 1865

**HIST-030 United States History Since 1865**

**Action:** Approved with changes (M/S: Wilkins/Gesink); unanimous

* Instructional Method box (pg. 7) - uncheck activity
* Minor technical changes (capitalization and punctuation)

**MATH-028 Math Support for Statistics**

**Action:** Approved with changes (M/S: Rickman/Wilkins); unanimous

The department removed the prerequisites.

**Committee discussion:** recommendation to add a statement informing students to seek advisory from a counselor before taking this course. This course may limit students’ ability to meet upper division math, program, and transfer requirements due to the removal of Intermediate Algebra prerequisite. CSU doesn’t require one year of algebra whereas IGETC does. Upper division math requires Intermediate Algebra.

**PE-011A Beginning Bootcamp**

**Action:** Tabled

**Committee discussion:** Variable units will cause a problem within the families (A, B, and C); students will not have enough units to satisfy the requirement. The committee questioned should the content and assessments requirements vary based on the unit value? Further clarification is needed.

**PE-100 Introduction to Kinesiology**

**Action:** Approved with changes (M/S: Rickman/Lynn); majority - 1 abstention M. Landers

* Uncheck activity and lab (pg. 8)

**VONUR-005 Fundamentals of Vocational Nursing**

**Action:** Approved with changes (M/S: Gesink/Lynn); unanimous

* Align PSLO – CSLO
* Adjust the method of evaluation to include grading percentages

**VONUR-015 Advance Concepts of Clinical Pharmacology**

**Action:** Approved with changes (M/S: Lynn/Wilkins); unanimous

* Align PSLO – CSLO
* Adjust the method of evaluation to include grading percentages

**VONUR-018 Professional Issues in Vocational Nursing**

**Action:** Approved with changes (M/S: Lynn/Gesink); majority - 1 abstention M. Landers

Department removed prerequisite requirements.

* Submit prerequisite paperwork with the 5 year review update, (CTE every 2 years)

**Committee discussion:** Prerequisite review is a state requirement every 5 years and every 2 for CTE. Nursing courses, prerequisites are predetermined by BBN and BBR which the departments is required to follow a process outside of the State - PACA. It’s possible the course prerequisites were reviewed as a CTE Course.

1. **New Courses**

**BUS-036 Intermediate Microsoft Office**

**Action:** Approved (M/S: Rickman/Wilkins); unanimous

This course is a follow-up from a previous meeting with recommendations to convert BUS 035 into a new course; BUS 036. The department removed the new content that was previously added to 35 to developed 36. Both 35 and 36 will be offered as separate courses.

1. **Online Supplement**

**ART-058 Designing for the Web**

**Action:** Approved (M/S: Lynn/Penny); majority – 1 abstention M. Landers

* Substantive interaction needed.

**BUS-036 Intermediate Microsoft Office**

**Action:** Approved (M/S: Rickman/Lynn); unanimous

**HIST-029 U.S. History to 1865**

**Action:** Approved (M/S: Lynn/Wilkins); unanimous

**HIST-030 U.S. History since 1865**

**Action:** Approved (M/S: Wilkins/Gesink); unanimous

**NUTRI-055 Introduction to Nutrition**

**Action:** Approved (M/S: Rickman/Wilkins); unanimous

* Change NUTR55 to NUTRI 5

**PHIL-100 Introduction to Philosophy**

**Action:** Tabled

* CSLO 2 add substantive instruction
* CSLO 3 revise the statement

**PHIL-110 Critical Thinking and Composition**

**Action:** Approved (M/S: Wilkins/Lynn); majority – 1 abstention M. Landers

**PHIL-120 Introduction to Philosophy**

**Action:** Tabled

* CSLO 2 – add substantive interaction
* Remove the students interaction

**Committee Discussion**: the supplement form was discussed as being an addition to the COOR and doesn’t require detailed information. The details are in the COOR. The supplement is meant to show instructor substantive interaction with students via online. Some colleges’ online supplement requires checkboxes, checking off the substantive information required for an online class.

**PTEC-010 Introduction to Process Technology**

**Action:** Tabled

* Need substantive interaction
1. **Programs**

**Business Information Professional Level 1 College Skills Certificate**

**Action:** Approved (M/S: Wilkins/Gesink); majority – 1 abstention M. Landers

The program documents were updated based on recommendations made from the previous meeting; to create a new course, BUS-36 instead modifying BUS-35.

* Remove ‘proof of typing proficiency requirement’. Degree audit is not designed to check advisories that are not built into a course. In addition, it would be difficult to verify typing proficiency credentials as being authentic.
1. **In-Class and Out-of-Class Hours - Tabled**
2. **Composition of Curriculum Committee - Tabled**

**Standing Meetings - Tabled**

* SGC
* ARTICULATION
* TLC
* AS

Meeting adjourned: 2:55pm

Meeting Dates: Spring 2018: February 21, March 7, 21, April 4, 18, May 2, 16

Location and Time: CO-420 / 1-3pm